

Chief, Management Staff

11 October 1956

Chief, O&M Staff, DD/P Area

Area Weekly Report for Period 4 October Through 10 October 1956

Training - Bi-weekly training in recent developments in management field - (Reports from Harvard Business Review, Personnel) 2 hours for each employee

Completed Projects

<u>Number</u>	<u>Subject</u>	<u>No. of Posi.</u>	<u>Target Date</u>	<u>Assigned To</u>
6-34	DD/P Reports Management Program.		19 Oct	
MS-1027	Establishment of an Intelligence Asst.			
25X1A6a	GS-7 in [REDACTED] and In-	1	9 Oct	
	crease in ceiling.			
MS-2298(6-50)	Pouch Registering Stamp with Classifi-		9 Oct	
	cation Selector.			
MS-1019	Transfer of slot EFF 1954.	1	9 Oct	
MS-1021	Establishment of New Table of Organi-			
	sation Position, PP Staff	5	10 Oct	
MS-2126	Format and Procedure for Travel Orders.		4 Oct	
MS-1013	Establishment of 10 FI GS-12, FI Staff	1	9 Oct	
MS-1018	Changes in [REDACTED] Station T/O	4	12 Oct	
MS-1020	25X1A6a Reallocation of Positions, MOB	4	9 Oct	
MS-1023	Upgrading of BCF 363	1	10 Oct	

Incomplete Projects

6-42	GS Information Reports Distribution			25X1A9a
	Analysis and Procedures		19 Oct	
MS-1030			16 Oct	
MS-1038	Conversions of Vouchered and Unvouchered			
	funds, PP Staff	2	16 Oct	
MS-1036			16 Oct	
MS-1025			16 Oct	
6-53	Analysis of FI Org.		10 Oct	
MS-991(MS-2701)	References on Dispatches		10 Oct	
MS-992	See MS-1001		22 Oct	
MS-1001	25X1A8a Setting up [REDACTED] Branch		22 Oct	
MS-998	Request for 7 Additional Civilian Posi-			
	tions in ES T/O to accommodate			
	previous double slotting.	7	8 Oct	

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MS-953	Revamp Eng. Div. of OC		15 Oct	[REDACTED]	IA
MS-995	Request for Reclassification of Posi- tions Within the Approved WH Div. T/O.		12 Oct	25X1A9a	IA
MS-1006	25X1A6a [REDACTED] Station Organisational Changes		29 Oct		IA
MS-1011	Request for the reclassification of positions within the approved WH T/O	4	16 Oct		IA
MS-1026	Request for T/O Change (HQ. V to HQ. UV)	2	26 Oct		IA
MS-1029	Upgrading of BGF 1137 and BGF 523 [REDACTED] Station, BOB) 25X1A6a	2	26 Oct		IA
MS-1031	Reallocation of BGF 725 [REDACTED] Station (GB)	1	26 Oct		IA
MS-1037	Request for T/O Change (WH UV to V Hq.)	1	26 Oct		IA
MS-1039	Reallocating of BGF 693, EE Div.	1	16 Oct		IA
MS-1040	Reallocation of BGF 715.02, EE Div.	1	16 Oct		IA
6-32	Follow up of Name Check Study		5 Oct	25X1A9a	A
MS-980	FE Deletion of Slots	12	5 Oct	[REDACTED]	A
MS-981	T/O Change FE/3	18	12 Oct		A
MS-984	FE Request for Transfer of T/O posi- tion to RI		10 Oct		A
MS-1011	Submission of proposed Hdq. T/O for Br. 1, FE	54	5 Oct		A
MS-1022	Establishment of RI Machine Branch	30	24 Oct		A
SE-1988	Each mail room be assigned a number		11 Oct		A
6-30	DD/P Forms Program		19 Oct	25X1A9a	IA
6-44	Admin Burden Small Stations		19 Oct	[REDACTED]	A

25X1A9a

SECRET